



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**EXAMINATION PROCTOR
INTERMITTENT BACK-UP
\$11.81- \$12.63/HR
PRODUCER LICENSING BUREAU
SAN FRANCISCO**

RESPONSIBILITIES:

Under the direction of the Staff Services Manager I, the Back-up Examination Proctor performs a variety of duties regarding the administration of the insurance licensing computer-based examinations. The Back-up Examination Proctor is on standby, and must be able to report to the examination site upon short notice to assist the full time Examination Proctor, or in the absence of the full time Examination Proctor, independently perform the following duties: verify examinee identification; determine if fingerprints are required; record examination results; provide computer printouts of graded examinations; maintain the highest level of security at the examination facility and of examination material; monitor the examination to prevent dishonesty and collusion between examinees; prepare reports of incidents that occur during examinations; and other duties as assigned. The Back-up Examination Proctor typically works an average of 200 to 250 hours per year (approximately 16 to 20 hours per month).

DESIRABLE QUALIFICATIONS:

Good computer skills, good interpersonal skills and the ability to meet and interact effectively with the public, good verbal and written communication skills, the ability to work independently, exercise good judgment, perform in a professional manner, and be dependable and punctual.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Examination Proctor level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

11/16/15 JS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Jimmy Saechao, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Examination Proctor, PSN# 413-245-1877-XXX" ON THE STATE APPLICATION.** For additional information, please call Jimmy Saechao at (916) 492-3300.

FINAL FILING DATE: **Until Filled**

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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